

Devens Regional Household Hazardous Products Collection Center

Oversight Committee Meeting Minutes -- July 12, 2011

Attendees:

- Dave Blazon (Devens), Jim Clyde (Littleton), Tessa David (MassToss), Chief Klein (Townsend), Don Lowe (Bolton), Dona Neely (Project Manger), Orlando Pacheco (Lancaster)
- Member towns not represented: Ayer, Groton, Harvard, Lunenburg

Welcome:

- Dave facilitated the meeting as the Chairperson.

Operations:

- Dona updated attendees that contract with Clean Harbors had been signed and that paperwork for the site's insurance had been completed and submitted.
- Topic of insurance coverage for Tessa was raised and tabled for more details and sufficient quorum.
- Tessa provided an update on the development of the outreach brochure and devenshhw.com website and encouraged towns to link to the website as soon as possible.

Site Update:

- Construction progress was reviewed and Dona informed team that dumpster and hazardous waste storage permits were obtained from the fire department and that the vendors were coming in the following week to install and connect the fire suppression system and new fire alarm panel.
- Dona informed team of two budget updates: an additional invoice from the crane company – to be covered by cabinet vendor – and \$1,800 to have “as built” survey plans created per DEC requirements.

Opening Strategy:

- Dona committed to getting a press release out that week and reviewed plans and RSVPs for the Ribbon Cutting Ceremony.
- Tessa reminded attendees to promote the pre-opening collection events on July 20 + 23

Oversight Committee Meeting Minutes -- July 14, 2011

Attendees:

- Dave Blazon (Devens), Jim Clyde (Littleton), Tessa David (MassToss), Tom Delaney (Groton), Don Lowe (Bolton), Dona Neely (Project Manger), Rich Nota (Harvard), Robert Pontbriand (Ayer), Andy Sheehan (Townsend), Kerry Speidel (Lunenburg)
- Member town not represented: Lancaster

Welcome:

- Dave facilitated the meeting as the Chairperson.

Operations:

- Concern was raised regarding the possibility for Tessa's general liability insurance coverage to be voided by the existence of a signed contract that detailed responsibilities as the program manager. Tessa shared conversations that she had with Lee Smith (MassDev Legal) and Kristen Drobnis (MassDev Risk Management) and the insurance carrier. Additional clarifications from the carrier were still required.

- Tessa was asked if MassToss would contribute to the cost of her insurance, since the policy would cover all of her activities as an independent contractor. Tessa agreed to ask the Board at their next meeting.
- Rich Nota suggested that Clean Harbors be asked to hire Tessa so she could be covered under their insurance. He offered to investigate the option, along with Tessa, via a conference call.

Opening Strategy:

- Dona provided quick updates on the plans for the Ribbon Cutting Ceremony, including:
 - Expect 40+ attendees, all local media invited
 - Speakers to include DEP Deputy Commissioner Gary Moran, Senator Eldridge, Representative Benson, Devens EVP George Ramirez, Bolton Town Administrator Don Lowe
 - Lancaster cable TV staff scheduled to film the event

Oversight Committee Meeting Minutes -- July 18, 2011

Attendees:

- Dave Blazon (Devens), Jim Clyde (Littleton), Tessa David (MassToss), Tom Delaney (Groton), Chief Klein (Townsend), Dona Neely (Project Manger), Rich Nota (Harvard), Orlando Pacheco (Lancaster), Robert Pontbriand (Ayer)
- Member town not represented: Bolton, Lunenburg

Welcome:

- Dave facilitated the meeting as the Chairperson.

Operations:

- Group was updated that the proposed option to have Clean Harbors contract Tessa was not doable.
- Kristen Drobnis joined via conference call to help attendees get the necessary clarification regarding the appropriate level of insurance for Tessa, given her responsibilities and clarified that the majority of the potential risks were associated with the activities to be managed by Clean Harbors staff.
- Orlando made the motion for the Collaborative to cover the cost of the proposed general liability insurance coverage for Tessa for this fiscal year and to reevaluate the need before the renewal period. Rich seconded this and the motion passed unanimously.
- Tessa reminded towns to connect to the devenshhw.com website.
- Orlando requested that a summary of the Collection Center's activity be provided to each member town in January so the service benefits could be included in town annual reports. All agreed this should be done.